



DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
<http://dop.nv.gov>

MEMO PERD #17/06

April 13, 2006

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Designee for Rules Distribution
Employee Representatives
Media Representatives

FROM:  Jeanne Greene, Director
Department of Personnel

SUBJECT: PRELIMINARY PERSONNEL COMMISSION AGENDA

The items listed below are tentatively scheduled for the Personnel Commission meeting on May 12, 2006, beginning at 9:00 a.m. The meeting will be held in Carson City at the Legislative Building, Room 4100, 401 South Carson Street, and via videoconferencing in Las Vegas at the Grant Sawyer Building, Room 4401, 555 East Washington Avenue.

NOTE: Agenda items may be heard in a different order than listed, at the discretion of the Chair.

- I. Call to Order - 9:00 a.m.
- II. *Adoption of Agenda
- III. *Minutes of Previous Meeting

IV. *Pre-Employment Screening of Controlled Substances

Positions to be added to the list of classes affecting public safety

V. *Occupational Group Study Revised Class Specifications

Fiscal Management & Staff Services occupational group

1. Subgroup: Financial

- a. Loan Administration Officer
- b. Loan Officer

2. Subgroup: Public Information

- a. Photographer series
- b. Publications Writer
- c. Audiovisual Assistant series

3. Class to be abolished through attrition
Budget Technician

VI. *Individual Classification Appeals

A. Debra Thurner, Program Officer III

Division of Insurance, Department of Business & Industry

B. Chris Sanseverino, Computer Network Specialist III

Department of Transportation

VII. *Hearings Officer Selection

Northern
Candidates

Patrick Dolan
Bill Kockenmeister
Paul Lamboley
Moreen Scully
Jay Short
Anne Williams

Northern Alternate
Candidates

Bill Kockenmeister
Paul Lamboley
Jay Short

Southern
Candidates

Louis Daraban
Robert Guinta
Daniel Hussey
Jean Sanae Moriki
Francis Morton
Alan Sachs
Ann Elworth Winner

Southern Alternate
Candidates

Louis Daraban
David Ford
Robert Guinta
Daniel Hussey
Jean Sanae Moriki
Francis Morton
Alan Sachs
Ann Elworth Winner

VIII. Uncontested Classification Action Report
Posting Notices #03-06 and #04-06

IX. Special Reports

X. Comments by the General Public

XI. Select Date for Next Quarter Meeting

XII. *Adjournment

**Indicates agenda items scheduled to be voted on by the Personnel Commission.*

If anyone has questions or wishes to discuss, in further detail, the items scheduled for this Commission meeting, please contact Shelley Blotter at (775) 684-0119.

We are pleased to make reasonable accommodations for individuals with disabilities who wish to attend this meeting. If special arrangements are necessary, please notify the Department of Personnel in writing at 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204, or call/e-mail Debra Berry at (775) 684-0110, dberry@dop.nv.gov, no less than five working days prior to the meeting.

JG:ss